

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	430
		Original Date	05/16/1983
		Revised Date	04/17/2015
	Department: Personnel Employee Telephone Usage		

POLICY:

State telephones are to be used to conduct state business and are not to be used by employee's for personal reasons unless in emergency or for authorized local calls.

PROCEDURE:

1. Personal calls while on duty shall be held to a minimum so as not to interfere with the performance of the employee's job responsibilities. Calls shall be limited in time to three (3) minutes or less, if possible. Personal phone calls should be made during an employees break time unless authorized by supervisor.

3. Cell phones are not to be carried during work hours unless authorized by the supervisor.